

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3287

TITLE: RESOURCE DEVELOPMENT AND TRAINING MANAGER

GRADE: S-28

DEFINITION:

Under the direction of the Director of Social Services, to develop and manage programs to maximize utilization of available community resources in client service delivery; to manage the agency's program of staff training and development; and to do related work as required.

TYPICAL TASKS:

Plans, manages, and directs the activities of the Office of Resource Development and Training;
Works with non-profit and for-profit organizations in the development and implementation of strategies for increasing the use of community-based resources to address client service needs;
Supervises the agency's Volunteer Services Coordinator;
Develops and manages the implementation of an agency-wide staff training and development plan, drawing on Federal, State, County and private training resources;
Coordinates the agency's training plan with the Office of Personnel;
Develops and supervises a tracking system to monitor and evaluate agency progress toward meeting identified staff training and development needs;
Supervises management of the Automated Systems Training Center, ensuring that it provides effective and efficient automated systems training for County employees, agency personnel and clients served by the Division of Employment and Training;
Works closely with the Office of Policy and Information Management and the Grants, Contracts and Purchase of Service Unit in identifying funding sources and facilitating necessary contracts for community-based service provision; coordinates the Office's budgetary requests with the Budget and Financial Management Branch.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of the principles and methods of organizational/staff development, and the ability to effectively apply that knowledge;
Extensive knowledge of community-based human services;
Ability to plan, organize and direct the work of a group of professionals engaged in accomplishing varied and complex tasks;
Ability to communicate clearly and concisely, both orally and in writing;
Ability to establish and maintain good working relationships with others.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to graduation from an accredited four-year college or university with a bachelor's degree in personnel management, education, or a related field, plus five years of professional experience in staff development and/or development of community resource systems, two years of which must have included supervising professional staff. A master's degree in an appropriate field may be substituted for one year of the required experience.

ESTABLISHED: March 6, 1989